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Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

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May 30, 2023

VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

VACANCY: **Assistant Golf Superintendent - Full Time – 40 Hour work Week**

SALARY: 34H \$30.30 to \$38.75 per hour (hired before 7/1/2009)
\$30.30 to \$37.99 per hour (hired after 7/1/2009)

NATURE OF WORK: Please read complete job description attached.

QUALIFICATIONS: A certificate from an accredited college or university in turf management, agronomy or related field, or 3 years of relevant golf course maintenance experience.

Special Requirements:

Valid Connecticut driver's license. Must possess a valid state of Connecticut pesticide applicators license within one year of employment.

HOW TO APPLY: Applications for Promotion/Transfer are available in the Human Resources, City Hall, Room #235. Office hours are Monday through Friday 8:00 A.M. to 5:00 P.M.

LAST DATE TO APPLY: Monday, June 5, 2022

E.O.E.

Assistant Golf Course Superintendent

Nature of Work:

This is a technical position in the golf department. The employee in this classification is responsible for assisting with the administration of a comprehensive public golf course for the City and helping oversee the maintenance of the George Hunter Memorial Golf Course and other services that go along with the physical facilities and upkeep of the golf course.

General policy directives are followed as received from the Superintendent and work is subject to review by the Superintendent and the Golf Course Commission.

Example of Work:

1. In conjunction with the Superintendent, assists in the operation and maintenance of the municipal golf course and may assign operational personnel to tasks in such areas as construction and maintenance of the golf course. Assists in the coordination of the labor force and participates as necessary in the mowing, watering, weeding, rolling, aeration and fertilization of greens, tees, fairways and the use of the irrigation system.
2. Applies all categories of pesticides and fertilizers as course conditions dictate. Calibrates spreaders and sprayers. Records treatments in accordance with DEEP regulations. Assists and participates as necessary in the control of weeds and other undesirable growths and in the use of Pesticides for control of diseases and insects.
3. Assists in the procurement of supplies and materials and ensures costs remain within budgetary limitations. Recommends and advises on the type of equipment to be obtained by the department
4. Works with the Superintendent in the development of the annual budget and ensures that the annual golf course maintenance budget and capital plans are maintained and followed.
5. Assists in the maintenance of personnel and operational records for the care, operation, maintenance and construction of the municipal golf course.
6. Acting as crew leader in the absence of the superintendent, in accordance with established policies and golf commission. Assists in schedules and assigns employee work, evaluates employees, works with the Golf Superintendent to assist in the hiring of new employees, develop department-wide training programs and when necessary may issue discipline.
7. Works with the superintendent to develop a broad program of services designed to meet the needs of a public golf course and the needs of the community.
8. Assists in supervising the maintenance of the golf course and its equipment, including mowing, restroom facility maintenance and cleanliness, trash removal.
9. Acts in the absence of the superintendent when necessary or needed.

Desirable Knowledge, Abilities and Skills:

Considerable knowledge of:

1. Golf course operation, maintenance and construction.
2. Methods used in the construction, repair and maintenance of greens, fairways and roughs.
3. Turf diseases and the chemicals and methods used to control them. Knowledge of turf care, trees, plants and irrigation.
4. Uses and the operating methods of equipment and tools used in golf course activities.
5. Irrigation systems and their maintenance repair and operation.
6. Thorough knowledge of methods, techniques, materials, equipment and safety precautions used in planning, maintaining and operation of a public golf course.
7. Ability to organize and supervise volunteers on an as needed basis.

Ability to:

1. Analyze soil conditions and devise formulas to correct unhealthy conditions.
2. Operate a personal computer and peripheral equipment.
3. Plan, assign and coordinate the work of Staff engaged in the operation, care, construction and maintenance of a golf course.
4. Deal tactfully and courteously with the public in the care operation, and maintenance of a golf course.

Skill in the operation of various equipment materials and supplies used in the construction, maintenance and repair of golf course.

Minimum Qualifications:

A certificate from an accredited college or university in turf management, agronomy or related field, or 3 years of relevant golf course maintenance experience.

Special Requirements:

Valid Connecticut driver's license. Must possess a valid state of Connecticut pesticide applicators license within one year of employment.

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.